

Application for Employment (Teacher)

The Diocese of St Albans Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and/or vulnerable adults and expects all staff and volunteers to share this commitment.

SECTION A	Job Details	
Job applied for:		
Location:		

SECTION B	Personal Information		
Surname:			
First Name:			
Preferred First Name:			
What title do you use? (For e.g. Mr/Mrs/Miss/Ms/Dr):			
Address (including post code):			
How may we contact you quickly:	Daytime	Evening	
Telephone Number:			
Mobile Number:			
Email Address: This address may be used to contact you during the recruitment process.			

Are you recognised as a qualified teacher by the DFE?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Date Qualified Teacher Status (QTS) Awarded:	/ / day/month/year
If you have obtained your QTS after 1999 have you successfully passed your induction year?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If no, please state reason:	
If you have obtained your QTS after 1999 have you successfully passed your skills tests?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If no, please state reason:	
Are you registered with the Teaching Agency or IFL? If registered with the IFL do you have QTLS? – Please specify.	Yes <input type="checkbox"/> No <input type="checkbox"/>	If no, please state reason:	
DFE Number:		/	

SECTION C		Current or most recent Employment/Voluntary Work	
Name and address of school/organisation:		Job held:	Current Salary/Pay Rate:
		Date of appointment:	Length of notice:
Brief summary of duties and responsibilities:			
Salary - State scale point(s) and any allowance for any specific responsibility:			
Scale		Allowance(s)	
Either Main Pay Spine:	£	Teaching and Learning Responsibility: *tick as appropriate	£
	pts		TLR1 <input type="checkbox"/> *
			TLR2 <input type="checkbox"/> *
Or Upper Pay Spine:	£	Recruitment and Retention Allowance:	£
	pts		pts
Leadership Spine point:	pts	Special Educational Needs Allowance:	£
If Head or Deputy Head, School Group Number:			pts
Individual School Range of points:	From pts	Safeguarding: (former Management Allowance)	£
	To pts		pts
Are you currently in employment? Yes <input type="checkbox"/> No <input type="checkbox"/>		If no, please state the date when last employment ended and the reason:	

SECTION D		Educational and Professional/Specialist Qualifications	
Please list details relevant to this post, in chronological order. If short listed, you will be required to bring proof of these qualifications to interview. (Please use an additional sheet if necessary)			
Name and address of School, College or University attended:	Qualifications: (for example NVQ, GCSE, A level, Degree)	Grade/Result received	Date received

SECTION E		
Training relevant to this post. (Please use an additional sheet if necessary)		
Name of Organisation:	Name of specialist training courses:	Result received:

SECTION F				
Employment History (Continued on next page)				
<p>Please give details of your full employment history in date order starting with the most recent. You must list all employment, career breaks, and periods of unemployment, education and voluntary work since leaving secondary education; without any gaps. (Please use an additional sheet if necessary)</p>				
Organisation's name and address:	Employment dates to nearest month		Your role:	Reason for leaving:
	From:	To:		

SECTION F	Employment History
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Please give details of your full employment history in date order starting with the most recent. You must list all employment, career breaks, and periods of unemployment, education and voluntary work since leaving secondary education; without any gaps.
(Please use an additional sheet if necessary)

Organisation's name and address:	Employment dates to nearest month		Your role:	Reason for leaving:
	From:	To:		

Please give details and reasons of any gaps in work history:

SECTION G**Application Details**

With this application form you will have received a person specification describing the skills and attributes we require for the job for which you are applying. You will be attaching a letter of application to this form. If there is any further relevant information and/or experience you want us to know about, please tell us about it here.

SECTION H	References
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Please give the names of two referees who can provide professional or educational references (not character). The first must be from your present or last employer/voluntary organisation, if applicable. The person you name must hold a managerial or personnel position in that organisation and have access to your records. If you do not give permission for your current employer to be contacted before interview, please provide us with an additional relevant referee to allow for two references to be available to the interviewing panel.

Where you are not currently working with children or vulnerable adults but have done so in the past, you are required to nominate a referee from the organisation where you were most recently employed to work with children or vulnerable adults as one of your nominated referees. If you are recommended for appointment in these circumstances we will then seek to gain your current employer as a referee.

If you are unable to provide your employer's details for reference purposes at that time your application will not be pursued further. In the event that you are not currently employed we will require details from your last employer.

The referees provided will be asked if you have any live disciplinary offences and also about any 'time expired' disciplinary offences where they relate to children. They will also be asked if you have been subject to any child protection or vulnerable adult protection concerns, and if so, the outcome of any enquiry or disciplinary procedure.

PLEASE NOTE THAT The Diocese of St Albans Multi-Academy Trust reserves the right to ask you for permission to contact a referee from any organisation you have been associated with. This can be in addition to, or instead of, the names you supply.

Referee from Present or Last Employer/Voluntary Organisation			
Referee Name:		Job Title:	
Address (including postcode):		Telephone Number:	
Email Address:		I agree to this reference being taken prior to any interview:	Yes <input type="checkbox"/> No <input type="checkbox"/>

Second Referee			
Referee Name:		Job Title:	
Address (including postcode):		Telephone Number:	
Email Address:		I agree to this reference being taken prior to any interview:	Yes <input type="checkbox"/> No <input type="checkbox"/>

Additional Referee – please provide an additional referee below if we are unable to contact your present employer prior to interview.			
Referee Name:		Job Title:	
Address (including postcode):		Telephone Number:	
Email Address:		I agree to this reference being taken prior to any interview:	Yes <input type="checkbox"/> No <input type="checkbox"/>

SECTION I	Further Information	
1. Your job may require you to travel around the county (see person specification). Would this present any difficulty for you?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
2. Are you subject to any legal restrictions in respect of your employment in the UK? You will be required to provide evidence of your eligibility to work in the UK and any information given may be checked with the Home Office or the Immigration Service.	Yes <input type="checkbox"/> No <input type="checkbox"/>	
3. Are you, to your knowledge, related to or have a close relationship with any Member or Director of the Trust?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
4. Do you hold any other appointment within the Trust that would continue if you were appointed to this job?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
5. Are you subject to a sanction or have you been at any time barred from working with children or vulnerable adults by the DFE, GSCC or been placed on List 99, POVA or POCA?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
If you have answered 'yes' to questions 1, 2, 3, 4, 5 on the previous page please give details below:		
6. The post you are applying for is exempt from the 'Rehabilitation of Offenders Act 1974'. You will be required at interview stage to declare any unspent convictions, spent convictions, pending charges/current Police investigations, bind overs, warnings/cautions or reprimands. Do you understand the above and agree to declare this information?	Yes <input type="checkbox"/> No <input type="checkbox"/>	

SECTION J	Declaration	
<p>I declare that, to the best of my knowledge and belief, the information given on this application form and supplied with it, is correct.</p> <p>I understand that any subsequent contract of employment with the Trust will be made only on this basis, and that, if I falsify or deliberately omit any relevant information I could be dismissed.</p>		
<p>Signature: _____ Date: _____</p> <p>If application form is submitted via email, please tick box in lieu of signature. <input type="checkbox"/></p> <p>If you lobby employees of the Trust, either directly or indirectly, in connection with your application you will be disqualified.</p>		

Data Protection Act 1998: Assurance of Fair Processing: We will hold on computerised records the details you supply on this and related forms. This will allow us to provide pay, human resources and related services if we employ you. We may disclose these details to organisations or individuals with whom we consult regarding human resource related matters.

We will safeguard personal details and will not divulge them to any other individuals or organisations for any other purposes.

Monitoring Equality and Diversity in Employment

This section of the application form will be detached from your application form and will be used solely for monitoring purposes and for verification of identity; we will not make this information available to those involved in the selection process for the job you are applying for.

The Diocese of St Albans Multi-Academy Trust recognises and actively promotes the benefits of a diverse workforce and is committed to treating all employees with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion or belief. **Please answer the questions below. In order for your application to be considered completion of Section A is required. Completion of Section B is at your discretion.**

SECTION A		Must be completed	
Your full name:		Title:	Date of Birth:
Gender: (please specify)		National Insurance Number:	
Other names you have been known by:			
Please state where you saw this post advertised:			

SECTION B		Completed at your discretion					
a) Ethnic Classification Which of the following groups do you feel best describes your ethnic origin?							
Asian/Asian British	Indian	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>	Other Asian background Please specify
Black/Black British	Caribbean	<input type="checkbox"/>	African	<input type="checkbox"/>	Any other Black background	<input type="checkbox"/>	Please specify background
Chinese or other Ethnic	Chinese	<input type="checkbox"/>	Any other Ethnic group			<input type="checkbox"/>	Please specify Ethnic Group
Mixed	White and Black Caribbean	<input type="checkbox"/>	White and Black African	<input type="checkbox"/>	White and Asian	<input type="checkbox"/>	Other Mixed background Please specify
White	British	<input type="checkbox"/>	Irish	<input type="checkbox"/>	Any other Mixed background	<input type="checkbox"/>	Please specify background
b) Disability The Disability Discrimination Act defines disability as 'a physical or mental impairment which has a substantial and long term effect on the person's ability to carry out day to day activities'.							
Do you consider yourself to have a disability under the Disability Discrimination Act 1995? (Please select Yes/No as appropriate)						Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you have answered 'yes' please give details:							
c) Sexual Orientation: Which of the following do you feel best describes your sexual orientation?							
Lesbian	<input type="checkbox"/>	Gay Man	<input type="checkbox"/>	Bisexual	<input type="checkbox"/>	Heterosexual	<input type="checkbox"/>
d) Religion/Faith/Belief: Which of the following groups do you feel best describes your religion/faith/belief?							
Buddhist	<input type="checkbox"/>	Christian	<input type="checkbox"/>	Hindu	<input type="checkbox"/>	Jewish	<input type="checkbox"/>
Muslim	<input type="checkbox"/>	Sikh	<input type="checkbox"/>	No Religion	<input type="checkbox"/>	Other please specify	

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MULTI-ACADEMY TRUST

CRIMINAL CONVICTIONS OR CAUTIONS

Do you have any criminal convictions, cautions or warnings? **Yes No** (Please circle one option)
If you have circled “No” please state “None” in the box below and sign to confirm.

Please see information below and attached further guidance before answering this question.

A check as to the existence and content of any relevant criminal record will be requested from the Disclosure and Barring Service after a person has been selected for appointment. Refusal to agree to a check being made could disqualify you from being considered for the appointment.

Under the Rehabilitation of Offenders Act 1974, you have the right not to disclose details of ‘spent’ convictions. However, for certain jobs, employers are allowed to ask about these offences. The Rehabilitation of Offenders Act 1974 (Exception Amendment) Order 1986 sets out details of all jobs to which this applies and the job you have applied for is included in the list. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found in the attached guidance.

Name:	
Position Applied for:	

Please give details of any relevant criminal convictions that you may have. The disclosure of a criminal record may not necessarily prevent you from being appointed. The nature of the offence, how long ago it took place, your age at the time and any other relevant factors may be considered when a decision is made. Please note that some convictions are never considered ‘spent’ under the terms of the Act. Please give details of **ALL RELEVANT** convictions, cautions, reprimands or warnings.

Details	Date

If you have declared any information that we believe to have a bearing on the requirements of the post, we may discuss the matter with you at the interview. If we do not raise this record with you it is because we have taken the view that it should not be taken into account in deciding your suitability for the post at this stage.

At recommendation stage we will process a DBS Form prior to formal offer. If the DBS Form is returned with a trace disclosure the following will occur:

- A check to see if the information received from the DBS has been declared.
- A risk assessment will be undertaken to assess your suitability for the position. Please note you may be contacted to discuss your convictions at this stage.

Only relevant convictions and other information will be taken into account so disclosure will not automatically result in a bar to obtaining this position.

Failure to declare a conviction that is later confirmed through the DBS procedure may result in your application not being pursued.

Signature:	Date:
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FILTERING OF CAUTIONS AND CONVICTIONS

This document provides guidance on the convictions which do not need to be declared on your application form. Please read carefully before answering this question. Further information is available from: www.gov.uk/government/organisations/disclosure-and-barring-service

The filtering rules (which remove certain old and minor convictions and cautions, reprimands and warnings from a DBS Certificate) were developed by the Home Office and the Ministry of Justice and introduced with new legislation:

The legislation is:

- Police Act 1997 (Criminal Record Certificates: Relevant Matters) (Amendment) (England and Wales) Order 2013
- Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013.

The Filtering Rules.

For those 18 or over at the time of the offence:

An adult **conviction** will be removed from a DBS Certificate if,

- 11 years have elapsed since the date of conviction; and
- it is the person's only offence, and
- it did not result in a custodial sentence.

Even then, it will only be removed if it does not appear on the range of offences which will never be removed from a certificate, which include serious sexual and violent offences (see *Exceptions to the Rules*). If a person has more than one offence, then details of all their convictions will always be included.

An adult **caution** will be removed after six years have elapsed since the date of the caution – and if it does not appear on the list of offences relevant to safeguarding.

For those under 18 at the time of the offence:

For convictions, the same rules apply as for adult convictions, except that the elapsed time period is five and a half years.

For cautions, the same rules apply as for adult cautions, except that the elapsed time period is two years.

Exceptions to the Rules

Some offences will never be removed from a DBS Certificate. These include the most serious sexual and violent offences. You can view this specified list of offences at:

www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check